

# Census Taker Jobs

U.S. Department of Commerce • Economics and Statistics Administration • U.S. CENSUS BUREAU

## The Census Bureau is an Equal Opportunity Employer.

### WORK A FEW WEEKS AS A CENSUS TAKER

In the near future, the U.S. Census Bureau will conduct a special census in this area. Your community has requested it and will incur the cost. Local residents will be needed to work as census takers. Census takers visit households and collect a few facts about each member such as name, age, relationship to the householder, etc.

### WHY A SPECIAL CENSUS?

Local governments consider up-to-date population information beneficial to residents to determine the allocation of state funds to communities, improved ability to plan for schools, better transportation, and for many other purposes. Unless a special census is taken to provide a more recent population figure, the 2000 census count is used. Your community may benefit from this updated official population count.

### YOUR TRAINING

Before you go to work, you will attend a training session where you will learn the use of census forms and census techniques such as interviewing and map reading. In most cases, your supervisor will train you, assign and review your work, and answer questions.

### YOUR PAY

You will be paid for actual hours of work including time spent in training. You will get specific information about pay from the census supervisor.

### YOUR DUTIES

When you have successfully completed your training, you will be given several neighborhood blocks called "Assignment Areas". Normally, your first assignment will be the area in which you live. You will be provided a map of each Assignment Area and the necessary census forms and materials to do the job. Most of the jobs are in the field, and require you to locate and interview households and record information about the residents. When you accept your appointment, you assume an obligation to stay with the job until your assignment is completed.

**The information you collect is confidential and must not be disclosed to anyone except a sworn Census Bureau employee, and then only in the course of duty.**

For more information, contact:

### HOW CAN I QUALIFY FOR CENSUS WORK?

1. United States citizens will be given preference for census jobs. However, noncitizens may be considered if qualified citizens are not available, particularly in areas where bilingual ability is a necessary qualification. You must present documentation of employment eligibility. The types of acceptable documentation are listed on the reverse side of this form.
2. You may be hired if you are 18 years or older. If you are under 18 and a function of the job is to drive, then you cannot be hired. (Those ages 16 and 17 may be hired for positions not involving driving so long as they meet State and local employment requirements.)
3. You must possess a Social Security number.
4. Applicants must take a written test of basic skills (in some areas, the test may be taken in Spanish).
5. Most census jobs require the employee to conduct face-to-face interviews with respondents. This involves visiting respondents in a variety of residence types, asking questions and recording responses.
6. Male applicants born after December 31, 1959, must be registered with the Selective Service System.
7. You should have a satisfactory work record for the past 5-years. Poor job performance or misconduct on a previous job could be a basis for nonselection.
8. If you have had a conviction of a violation of the law since age 18 for something other than a minor traffic violation it could be a basis for nonselection.
9. You may not engage in any partisan political activity while on duty.
10. All non-census employment (including law and regulatory enforcement jobs) will be reviewed on a case-by-case basis for compatibility with Census Bureau employment.
11. Applicants must be available to work days, evenings, and weekends. Since not all people will be home during the day, you will have to visit some homes during the evening and on the weekends. This will usually be not later than 9:00 p.m.

## What identification do I need to bring to the testing site?

### EMPLOYMENT ELIGIBILITY VERIFICATION

The following types of documentation can be used to prove identity and eligibility requirements for employment. Provide one document from List A or one document from List B and from List C to meet Form I-9 requirements.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Eligibility</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b>	<b>LIST C</b> <b>Documents that Establish Employment Eligibility</b>
<ol style="list-style-type: none"><li>1. U.S. Passport (unexpired or expired)</li><li>2. Certificate of U.S. Citizenship (<i>INS Form N-560 or N-561</i>)</li><li>3. Certificate of Naturalization (<i>INS Form N-560 or 570</i>)</li><li>4. Unexpired foreign passport, with <i>I-551</i> stamp or attached <i>INS Form I-94</i> indicating unexpired employment authorization</li><li>5. Alien Registration Receipt Card with photograph (<i>INS Form I-151 or I-551</i>)</li><li>6. Unexpired Temporary Resident Card (<i>INS Form I-688</i>)</li><li>7. Unexpired Employment Authorization Card (<i>INS Form I-688A</i>)</li><li>8. Unexpired Reentry Permit (<i>INS Form I-327</i>)</li><li>9. Unexpired Refugee Travel Document (<i>INS Form I-571</i>)</li><li>10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (<i>INS Form I-688B</i>)</li></ol>		<ol style="list-style-type: none"><li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address</li><li>2. ID card issued by Federal, State, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li><li>3. School ID card with a photograph</li><li>4. Voter's registration card</li><li>5. U.S. Military card or draft record</li><li>6. Military dependent's ID card</li><li>7. U.S. Coast Guard Merchant Mariner Card</li><li>8. Native American tribal document</li><li>9. Driver's license issued by a Canadian government authority</li></ol> <p><b>For persons under age 18 who are unable to present a document listed above.</b></p> <ol style="list-style-type: none"><li>10. School record or report card</li><li>11. Clinic, doctor, or hospital record</li><li>12. Day-care or nursery school record</li></ol>		<ol style="list-style-type: none"><li>1. U.S. Social Security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)</li><li>2. Certificate of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)</li><li>3. Original or certified copy of a birth certificate issued by a State, county, municipal authority or outlying possession of the United States bearing an official seal</li><li>4. Native American tribal document</li><li>5. U.S. Citizen ID Card (<i>INS Form I-197</i>)</li><li>6. ID Card for use of Resident Citizen in the United States (<i>INS Form I-179</i>)</li><li>7. Unexpired employment authorization document issued by the INS (<i>other than those listed under List A</i>)</li></ol>